

CLASS SCHEDULE and Registration Information

SPRING & SUMMER 2025

Spring registration begins Monday, November 11, 2024.

Summer registration begins Tuesday, December 3, 2024.



20% Discount

Traditional Undergraduate
students receive a 20%
tuition discount for
Summer Term!

Lewis

UNIVERSITY

LEWIS UNIVERSITY

THE MISSION STATEMENT OF LEWIS UNIVERSITY

Faithful to the Lasallian Heritage in Catholic Higher Education

Lewis University, guided by its Catholic and Lasallian heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice.

Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning and service.



SIGNUM FIDEI
SIGN OF FAITH

SANCTIFIED ZONE

Inspired by the University's Mission values of *Wisdom, Knowledge Justice, Fidelity and Association*, the Lewis Community declares that Lewis is a Sanctified Zone where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment.



LASALLIAN EDUCATION

Transforming Lives Since 1680



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LOCATIONS

Driving directions can be found at lewisu.edu/locations

Romeoville (Main)

One University Parkway
Romeoville, IL 60446
(815) 838-0500

Oak Brook

1111 W. 22nd Street, Suite 700
Oak Brook, IL 60523
(630) 573-1740

CAMPUS OFFICE HOURS

TO CALL FROM CAMPUS, DIAL (EXT.)

Administrative Offices

Mon.-Fri. 8:30 a.m. to 5:00 p.m.

Admission Office, Ext. 5250

Mon.-Fri. 8:30 a.m. to 5:00 p.m.
Evenings By appointment
Sat. 9:00 a.m. to 12:00 p.m.

Athletics

Mon.-Fri. 8:30 a.m. to 5:00 p.m.

Bookstore - The Lewis University Bookstore is located in De La Salle Hall.

Mon.-Thurs. 9 a.m. to 5 p.m.
Fri. 9 a.m. to 3 p.m.
Extended hours to be posted.

Business Office, Ext. 5210

Mon.-Fri. 8:30 a.m. to 4:30 p.m.

Center for Health and Counseling Services Health Services

Mon.-Fri. 8:30 a.m. to 4:30 p.m.

Counseling Services

Mon.-Fri. 9:00 a.m. to 5:00 p.m.

Financial Aid Services, Ext. 5263

Mon.-Fri. 8:30 a.m. to 5:00 p.m.

Graduate Admission

Mon.-Fri. 8:30 a.m. to 5:00 p.m.
Sat. By Appointment

Library

Mon.-Thurs. 7:45 a.m. to 12:00 a.m.
Fri. 7:45 a.m. to 7:00 p.m.
Sat. 9:00 a.m. to 7:00 p.m.
Sun. 12:00 p.m. to 12:00 a.m.
Extended hours to be posted.

Registrar's Office, Ext. 5133

Mon.-Fri. 8:30 a.m. to 5:00 p.m.

School of Graduate, Professional, and Continuing Education (Accelerated Programs)

Mon.-Fri. 8:30 a.m. to 5 p.m.
Mon.-Fri. After 5 p.m. By Appointment

Service Desk

Technology Support is available for assistance by calling the on-campus extension 5950 or (815) 836-5950, email servicedesk@lewisu.edu, or self-service at <https://servicedesk.lewisu.edu>.

Student Wellness Center

Mon.-Fri. 8:30 a.m. to 5:00 p.m.
Evenings by appointment

Student Services, Ext. 5275

Mon.-Fri. 8:30 a.m. to 5:00 p.m.

Traditional Undergraduate Students –

REGISTRATION WEEK!



ARE YOU READY?

Spring 2025 Course registration begins Monday, November 11

- 1 Identify your registration date and time.
- 2 Consider what classes you need and want to take.
- 3 Check for and resolve any holds.
- 4 Meet your Success Coach or Faculty Mentor.
- 5 Register for classes.

For more information, visit:
lewisu.edu/readytoregister



8.5x11

Adult Accelerated Undergraduate / Graduate* Students – Registration Information

Lewis' Adult degree completion programs offer flexible, 8 week accelerated course options in online and evening blended formats – helping you balance work, family and education.

ADVISORS FOR SCHOOL OF GRADUATE, PROFESSIONAL AND CONTINUING EDUCATION

**Business Administration, Computer
Science, Human Resource Management,
Psychology, Radiography**

Carli Reinholtz..... Ext. 5650

**Criminal Justice, Early Childhood Education,
Elementary Education, Healthcare
Management, Special Education**

Hannah Tassone..... Ext. 5160

BSN, BAC-BSN

Viviana Villagomez..... Ext. 7425

**BA-Organizational Leadership,
Professional Studies, RN/BSN**

**MA-Organizational Leadership, Organizational
Leadership Graduate Certificates**

Joanna Baumann..... Ext. 5519

**Master of Business Administration, MS-Data
Science, M.S. Electrical and Computer Engineering**

Josh Ryan..... Ext. 5701

**MS-Business Analytics, MS – Finance,
MS-Project Management**

Patty Perez..... Ext. 5913

MS- Computer Science, MS- Cybersecurity

Jonathan Dackow..... Ext. 5629

Continuing Education Coordinator

Abbie Saltzman..... Ext. 5570



If you do not know your academic advisor please email sgpce@lewisu.edu to find your advisor.

***Graduate programs not listed here should contact their faculty advisor for assistance in registration.**

SGPCE
School of Graduate, Professional,
and Continuing Education

Undergraduate Students – Consider a Graduate Degree from Lewis University

For many **undergraduate students**, the next step after graduation might include going on to **graduate school**. Consider one of the Lewis graduate degree programs. Our **graduate admission staff** would be **happy to meet with you to discuss your goals and aspirations**, our connections, and why it makes sense for you to **consider the possibilities that Lewis offers**.

DEPARTMENT OF AVIATION AND TRANSPORTATION STUDIES

- Aviation and Transportation (M.S.) (Also available Online)

Concentrations:

- Management
- Operations
- Safety

DEPARTMENTS OF CHEMISTRY AND PHYSICS

- Chemistry (M.S.)
- Chemical Physics (M.S.)
- Physics (M.S.)

DEPARTMENT OF ENGINEERING, COMPUTING AND MATHEMATICAL SCIENCES

- Computer Science (M.S.) (Also available Online)

Concentrations:

- Artificial Intelligence
- Cyber Security
- Digital Forensics
- Enterprise and Cloud Computing
- Non-Declared
- Software Engineering

- Cybersecurity (M.S.) (Also available Online)
- Data Science (M.S.) (Also available Online)

Graduate Certificates:

- Computational Biology and Bioinformatics Certificate
- Data Science Certificate

- Electrical and Computer Engineering (M.S.)

Concentrations:

- Internet of Things & Cyber-Physical Systems
- Smart Grid and Power Systems

Graduate Certificates:

- Advanced Electronics
- Energy and Power Engineering
- Internet of Things & Cyber-physical Systems
- Robotics

DEPARTMENT OF EDUCATION

Educational Leadership

- Educational Leadership, (M.A.) (M.Ed.)
 - Principal Preparation Endorsement (Available Online)
 - Special Education Director Endorsement without a Degree
- Educational Leadership for Teaching and Learning (Ed.D.)

Literacy, Bilingual, and Technology

- Curriculum and Instruction: Technology, Learning, and Design, M.Ed.
- Curriculum and Instruction: English as a Second Language (ESL) (M.Ed.)
- English as a Second Language or ESL-Bilingual Endorsement Only
- Reading and Literacy, Reading Specialist (M.A.)
- Curriculum and Instruction: Reading Teacher Endorsement (M.Ed.)
- Reading Teacher Endorsement without a Degree
- Curriculum and Instruction: Literacy and English Language Learning (M.Ed.)

Graduate Initial Licensure

- Early Childhood Education (M.A.)
- Elementary Education (M.A.)
- Middle Level Education (M.A.)
- Secondary Education (M.A.)
- Foreign Language Instruction (M.A.)
- Special Education (M.A.)

Subsequent Teaching Endorsements

- LBSI Endorsement without a Degree
- Computer Science Endorsement without a Degree
- Early Childhood Education Endorsement
- Elementary Education Endorsement
- Secondary Education Endorsement
- Middle Level Education Endorsement

DEPARTMENT OF JUSTICE, LAW AND PUBLIC SAFETY STUDIES

- Criminal Justice (M.S.) (Also available Online)

Concentrations:

- Criminal Justice
- Security Studies
- Public Safety Administration (M.S.) (Also available Online)

GRADUATE STUDIES IN NURSING

- Nursing (M.S.N.) (Also available Online)

Specializations:

- Healthcare Systems Leadership (Also available Online)
- Nursing Education (Also available Online)
- Adult Gerontology Primary Care Nurse Practitioner
- Family Nurse Practitioner
- Adult Gerontology Acute Care Nurse Practitioner
- School Nurse
- Psychiatric Mental Health Nurse Practitioner
- MSN / MBA

- Doctor of Nursing Practice

Certificates Of

- Advanced Study
 - Adult Gerontology Primary Care Nurse Practitioner
 - Adult Gerontology Acute Care Nurse Practitioner
 - Family Nurse Practitioner
 - Psychiatric Mental Health Nurse Practitioner

Post-Master's Non-Degree Programs

- Healthcare Systems Leadership
- Nursing Education

DEPARTMENT OF PSYCHOLOGY

- Clinical Mental Health Counseling (M.A.)

Specializations:

- Adult Clinical Mental Health Counseling
- Child and Adolescent Clinical Mental Health Counseling

Optional Course of Study:

- Addiction Studies

- School Counseling (M.A.)

DEPARTMENT OF REHABILITATION AND HEALTH SCIENCES

- Health Information Management (M.S.)
- Occupational Therapy (M.S.)
- Doctor of Physical Therapy (D.P.T.)
- Speech-Language Pathology (M.S.)

GRADUATE SCHOOL OF MANAGEMENT

- Business Administration (MBA) (Also available Online)

Micro-credentials

- Strategic Business Management
- Finance
- Organizational Leadership
- Business Analytics
- Healthcare Informatics
- Project Management
- Digital Marketing
- Accounting and Forensic Analysis
- Ethics and Tax Strategy
- Cybersecurity and Risk Management
- Databases Systems
- ICF Level 2 Executive Coaching

- Business Analytics (M.S.) (Also available Online)

- Finance (M.S.)

- Organizational Leadership (M.A.) (100% Online)

Micro-Credentials

- Professional and Executive Coaching
- Training and Development
- Organizational Consulting
- Strategic Human Resource Management
- Change Management

Graduate Certificates

- Organizational Leadership Certificate

- Project Management (M.S.)

DEPARTMENT OF SOCIAL WORK

- Social Work (M.S.W.)

DUAL GRADUATE DEGREES

- MSN / MBA

FREQUENT FLYER DISCOUNT PROGRAM

Lewis alumni may be eligible for a 20% tuition discount through our **Frequent Flyer Program**. Check with a Graduate Admission counselor to see if the graduate degree, doctoral degree, second bachelor, or credit-bearing certificate program you're interested in qualifies.

Contact the graduate admission office at (815) 836-5610, e-mail grad@lewisu.edu.



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Shop online now!
lewisu.edu/bookstore

Study Abroad / Travel Study



For application materials, further information about specific requirements for each program and a current listing of opportunities check out the Lewis Study Abroad website or contact the Study Abroad Office.



Study Abroad, #1094

LR-322A (Third floor of the LRC)
(815) 836-5993 • swansoch@lewisu.edu

Lewisu.edu/studyabroad



Spring 2025 Registration Schedule and Important Information

REGISTRATION TIMETABLE

Day	Date	Priority	Online	In-Person
Monday	Nov 11	Graduate Students	8:30 am	10:00 am
Tuesday	Nov 12	Undergraduates 105+, not including this semester	8:30 am	10:00 am
Tuesday	Nov 12	Undergraduates 90+, not including this semester	12 pm (Noon)	1:30 pm
Wednesday	Nov 13	Undergraduates 75+, not including this semester	8:30 am	10:00 am
Wednesday	Nov 13	Undergraduates 59+, not including this semester	12 pm (Noon)	1:30 pm
Thursday	Nov 14	Undergraduates 40+, not including this semester	8:30 am	10:00 am
Thursday	Nov 14	Undergraduates 24+, not including this semester	12 pm (Noon)	1:30 pm
Friday	Nov 15	Remaining undergraduate students	8:30 am	10:00 am

NOTE

The schedule to the left indicates registration beginning times. Registration is open online 24/7; telephone support and in-person registration is available only during office hours (M-F, 8:30 am - 5 pm).

* Hour groupings based on hours earned - registered/in progress classes are not included

A dynamic listing of ALL courses can be found online by clicking this link: [View Dynamic Schedule](#). You can browse by term or subject and then register for courses.

NEW STUDENTS/STOP-OUT STUDENTS

Students new to Lewis University, and those who attended Lewis in the past but were absent for the Spring 2024 term, will be permitted to register beginning on the final day listed in the Registration Timetable chart above. New students must make an appointment with his/her admitting office (Admissions, Graduate Admissions), and returning students should make an appointment with their advisor.

GRADUATING SOON...

A student must apply for graduation for the semester in which the degree requirements will be completed. All candidates for graduation at any of the three graduation periods must submit an application to the Office of the Registrar. All students are required to pay a graduation processing fee.

APPLY FOR GRADUATION ONLINE!

1. Go to myLEWIS.lewisu.edu
2. Click on "Records & Registration"
3. Click on "Apply to Graduate" in Academic Information Box.

GRADUATION APPLICATION DEADLINES

Graduation Month	Application Opens	Deadline to Apply
December	July 2	October 1
May	October 2	February 1
August	February 2	July 1

Note: Please e-mail registrar@lewisu.edu if you receive the message 'no curriculum available.'

CHANGE OF REGISTRATION

A student has one week into the semester to add a course to his/her program. Before the end of the second week, he/she can drop a course without the recording of this course on his/her transcript. After the second week of the semester, and before the specified date, a student may withdraw from a course with the grade of "W" posted on his/her transcript. Students may make all registration changes in person in the Office of the Registrar or online. The schedule of tuition refunds for dropped or withdrawn courses is published in the Business Office section in this publication.

PRACTICUMS/INTERNSHIPS/STUDENT TEACHING

Students wishing to register for practicums, internship, and student teaching should contact their advisor to ensure they have fulfilled all requirements, including those that are required by entities outside of Lewis University, to be enrolled in such experiences.

OFFICIAL WITHDRAWING FROM A COURSE

Once registration is complete, all registered students will receive grades for courses in which they are enrolled. A student who is unable to complete a course may withdraw and receive a grade of "W." Because students may not have an accurate idea of their current grade, they should consult with both their instructor and their advisor before withdrawing from a course. To withdraw from a course, the student must complete a Withdrawal Form from the Office of the Registrar. **A student cannot withdraw from a course simply by ceasing attendance in a course.** A student who ceases attendance in a course without completing a Withdrawal Form will earn a grade of "F." Withdrawal from courses with the grade of "W" is allowed through five-eighths of a course. (Through the tenth week for 16 week courses; through the fifth week for eight week courses.) Withdrawal involves the loss of tuition and credit hours and may change the student's status from full-time to part-time.

IMPORTANT TELEPHONE NUMBERS

Technical Questions (log-in, etc.)

(815) 836-5950 M-F 8:30 a.m.-5:00 p.m.

Registration Questions

(815) 836-5133 M-F 8:30 a.m.-5:00 p.m.

Billing Questions

(815) 836-5210 M-F 8:30 a.m.-4:30 p.m.

Financial Aid Questions

(815) 836-5263 M-F 8:30 a.m.-5:00 p.m.

**Summer Registration Opens
Tuesday, December 3rd
- All Students**

AMERICANS WITH DISABILITIES ACT (ADA)

Lewis University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws (hereinafter “applicable law” or “law[s]”), which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person’s major life activities and which necessitate modifications to the facilities, programs, or services of the University.

Lewis University does not discriminate with regard to race, creed or religion, national origin, gender, sexual orientation, age, disability, or color. The University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. Lewis University is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Lewis University is committed to making the campus and its facilities accessible as required by applicable laws. (The University indicates that, upon request, it would move programs and activities currently held in inaccessible facilities to accessible locations.) Please allow at least four business days for accommodations. Depending on the nature of the program, service, or activity, accommodations may take longer or be able to be coordinated in less time. The University cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the University’s programs.

For additional information on accommodations or accessibility on campus, contact the Learning Access Coordinator in the Academic Services department within the Center for Academic Success & Enrichment (CASE) at (815) 836-5593 or LearningAccess@lewisu.edu

IMMUNIZATION POLICY

The Illinois College Student Immunization Act requires ALL students born after January 1, 1957 enrolled in six (6) or more credit hours on the Romeoville campus to provide written evidence of current immune status with respect to certain communicable diseases. Documentation must be submitted to campus Health Services by September 1 for Fall classes and by February 1 for Spring classes. Students not in compliance by or before the deadline will have a Medical Hold for future class registration and cannot add, drop or make any schedule changes until compliance is met. Students who are not compliant by the grace period, 1st week in October (for Fall classes) or the 1st week of March (for Spring classes), will also have a non-refundable \$50 late fee assessed. This is separate from any academic program requirements.

Every College of Nursing and Health Sciences student must have a physical examination and other bloodwork/immunizations related to clinical agency placement.

NON-DISCRIMINATION POLICY

Lewis University does not discriminate against any applicant because of race, color, religion, gender, sexual orientation, national origin, age or disability.



PARKING PERMIT INFORMATION

Please use the following link to access the Lewis University Police Department page for parking permit ordering <http://www.lewisu.edu/student-services/security/parking.htm>.

The permit is valid for one full year. Please contact the University Police Department at (815) 836-5222 for any additional questions.

UPDATED EMERGENCY CLOSING INFORMATION/ WEATHER INFORMATION

Students may view University closings by visiting: www.lewisu.edu. Students will receive notification of University closings through the campus notification system. Students should make sure that the University has their current phone number and e-mail address to receive notification. Students are given the opportunity to update their contact information periodically through the Lewis University e-mail system.

In case of severe weather or other emergencies, the following radio and television stations may broadcast information about Lewis: WGN-720 AM; WBBM-780 AM; WJOL-1340 AM; WSSR-96.7 FM; WBBM-96.3 FM (B96); WRXQ-100.7 FM; WCCQ-98.3 FM; WBBM-TV (Channel 2); WMAQ-TV (Channel 5); WLS-TV (Channel 7); WGN-TV (Channel 9); WFLD-TV (Fox); and CLTV. These stations may announce University closings, which include the Romeoville main campus and all regional campuses. The University generally remains open in difficult weather situations. If weather conditions are determined by the University to be unsafe and/or provide an unacceptable learning environment, classes may be cancelled. If the University determines classes can meet but your personal situation (i.e. geographic location, driving route, etc.) poses significant safety concern, you are excused. Your grade will not be lowered for excused absences due to unsafe weather conditions. It is your obligation to make up your work. You must call your instructor before the next class meeting.



Registration in Self Service Banner

REGISTRATION STEPS

1. Meet with or contact your advisor
2. If you are unsure of your advisor go to *myLEWIS.jewisu.edu*, **Student Profile**
NOTE: If the advisor is not listed, contact your program chair or Dean's Office
3. During the advising session you will be given your registration PIN*
4. The registration PIN is a six digit numeric PIN*
5. Register in Self Service Banner

*PIN not required for Summer Registration

REGISTRATION IN SELF SERVICE BANNER

1. Log into *myLEWIS.jewisu.edu*
2. After logging in, you are at the **Main Menu**
3. Go to **Records & Registration**
4. In the Registration Tools click on **Add or Drop Classes**
5. Select a **Term** and click **Submit**
6. Enter the PIN provided to you by your advisor
7. You will now be on the **Current Schedule** page

TO REGISTER

If you have the CRN-Course Reference Number

1. At the bottom of the page find **Add Classes Worksheet**
2. Enter the **CRN** for each class
3. Click **Submit Changes**
4. Classes will appear in your **Current Schedule** and **Credits** will be calculated
5. Any registration errors will show for courses which you did not meet the requirements.

If you do NOT have the CRN you will start with a Class Search

1. At the bottom of the page click on **Class Search**
2. Use **Advanced Search** to filter (e.g., online classes, Oak Brook campus, workshops, specific minors)
3. When the Subject Courses appear, click **View Section**
4. Select the section you wish and check the **Select** box
5. If a **C** appears, course is Closed (filled)
6. Make a different selection or consider being placed on the **Waitlist** (see Waitlist information)
7. After the **Select** box is checked, click **Register**. The **CRN** will become part of your schedule if no errors were encountered.
8. Add more classes with **Class Search**
9. Register by clicking **Submit Change**
10. Classes will appear in your **Current Schedule** and **Credits** will be calculated

TO DROP A CLASS

1. Classes will appear on the **Current Schedule** page
2. Locate the **Action** box for the class to be dropped
3. Select **Drop**
4. Click **Submit Changes**

WAITLIST

What is a Waitlist?

If the class you wish to register for is closed but waitlist seats are available, you can get on the waitlist. When a seat becomes available, the first student on the waitlist will get an email notification about registration opportunity for the class. It is the student's responsibility to register within 48 hours upon receiving notification.

How do you know if the section is closed?

When selecting the course section the letter **C** replaced the checkbox next to the CRN.

How do you know if there is a waitlist available?

There is a number greater than 0 in the **WL Rem** column

Can an instructor add a student to a closed course?

The waitlist feature has replaced the practice of an instructor being petitioned by a student to enter a closed class. In fairness to those on the waitlist, the instructor may not override the closed status of a course by granting permission for a student to add into a closed class.

To add to the waitlist

1. Make note of the **CRN** of the closed course
2. Go to **Student, Registration** and select **Add or Drop Classes**.
3. Select a **Term** and click **Submit**.
4. Enter your **PIN** provided to you by your advisor.
5. Type in the **CRN** in the blank field under **Add Classes Worksheet**.
6. Click **Submit Changes**.
7. Scroll down to see the **Registration Add Errors** details.
8. Click on the **Action** box and select **Waitlist**.
9. Click **Submit Changes**.
10. The **Waitlisted** class will appear in the **Current Schedule**.
11. No further action is necessary. Email notification will be sent if a seat becomes available. The student will have 48 hours to register for the course.

HELPFUL INFORMATION

You may return online after you have registered to add/drop courses. You may not be able to register for some courses online. If you attempt to register for a course that requires a signature, you will get an appropriate message. For such courses, obtain the appropriate signature on a Registration or Add/Drop form and bring it to the Registrar's office. This procedure will be required when:

- The course is listed in the Course Schedule as SIGNATURE
- The registration is for 19 or more hours. The necessary signature may be obtained at your College Dean's Office.
- A senior is given permission to register in a graduate course. The necessary signature is that of the graduate director.

Searching Courses

1 A dynamic listing of ALL courses can be found online at:



lewisu.edu/schedules

2 Click the red tab, "Browse Courses." You can browse by term or subject and then register for courses by clicking "Register for Classes" tab.

3 Register for Classes

An account is required to login into *myLewis*.

Customize your search by Subject, Course Number, Title, Instructional Method, Credit Range, Campus, Course Level, or Part of Term.

Class Schedule Search

Home

Subject: Accounting
Art Design
Aviation Maintenance
Aviation Transportation
Biology
Business Administration
Business Analytics
Business General
Chemistry
Communications

Course Number:

Title:

Instructional Method: All
Blended
Multi-Option

Credit Range: hours to hours

Campus: All
Albuquerque
College of DuPage

Course Level: All
Graduate
Undergraduate

Part of Term: All
Non-date based courses only
First Eight Weeks
Full Term

Identifying and Understanding Courses



TRADITIONAL FULLY IN-PERSON EXAMPLE

Traditional Fully In-Person appear under "TYPE" as by "Class/Lecture" with just one row under showing meeting location under "Where."

[Principles of Management - 81559 - BSAD 20000 - 002](#)

Associated Term: Fall 2023
Registration Dates: Apr 11, 2023 to Sep 03, 2023
Levels: Undergraduate

Romeoville Campus
 Lecture Schedule Type
Traditional Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type
Class/Lecture	11:00 am - 12:15 pm	TR	St Charles Borromeo SB	Aug 28, 2023 - Dec 16, 2023	Lecture



BLENDED COURSES – ONLINE & IN-PERSON EXAMPLE

Blended Courses will appear with multiple rows. One row is for the in-person component which appears as "Class/Lecture" and the other row is for the online meeting component. These courses will list the location under "Where" column. Under the column "Type" of class will show the in-person room, day and time. The other row will indicate the online meeting times, in which students will join the online class at the designated time. When meeting online, the location will appear as "Online."

[General Chemistry 1 - 80023 - CHEM 11000 - 002](#)

Associated Term: Fall 2023
Registration Dates: Apr 11, 2023 to Sep 03, 2023
Levels: Undergraduate
Attributes: Science/Lab Gen Ed

Romeoville Campus
 Lecture Schedule Type
Blended Instructional Method
 4.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type
Class/Lecture	10:00 am - 10:50 am	MWF	Arts and Sciences AS 024S	Aug 28, 2023 - Dec 16, 2023	Lecture
Online	10:00 am - 10:50 am	T	Online	Aug 28, 2023 - Dec 16, 2023	Lecture

Identifying and Understanding Courses *(Continued)*



FULLY ONLINE SYNCHRONOUS EXAMPLE

Fully Online Synchronous will have "Online" listed for "Type," but will have designated meeting days and times listed, with a location of TBA.

[Introduction to Human Communication - 80637 - COMM 11200 - 003](#)

Associated Term: Fall 2023
Registration Dates: Apr 11, 2023 to Sep 03, 2023
Levels: Undergraduate

Online Campus
 Seminar Schedule Type
 Online Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type
Online	10:00 am - 10:50 am	MWF	Online	Aug 28, 2023 - Dec 16, 2023	Seminar



FULLY ONLINE ASYNCHRONOUS EXAMPLE

Fully Online Asynchronous will have "Online" listed under "Type" and have TBA for meeting time/location.

[Business Data Warehousing - 81697 - BSAN 43000 - LT1](#)

Associated Term: Fall 2023
Registration Dates: Apr 11, 2023 to Oct 29, 2023
Levels: Undergraduate
Attributes: SGPCE Course

Online Campus
 Lecture Schedule Type
 Online Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Online	TBA		Online	Oct 23, 2023 - Dec 16, 2023	Lecture	TBA

MULTI-OPTION

This instructional method enables students to choose to attend live, classroom-based session in person, online remotely synchronously (with designated day and time) or online asynchronously (at the student's leisure). Course will be taught from the classroom according to the published course schedule.

Sections Found

[Database Systems - 80035 - CPSC 33000 - 001](#)

Associated Term: Fall 2023
Registration Dates: Apr 11, 2023 to Sep 03, 2023
Levels: Undergraduate

Romeoville Campus
 Lecture Schedule Type
Multi-Option Instructional Method
 3.000 Credits
[View Catalog Entry](#)

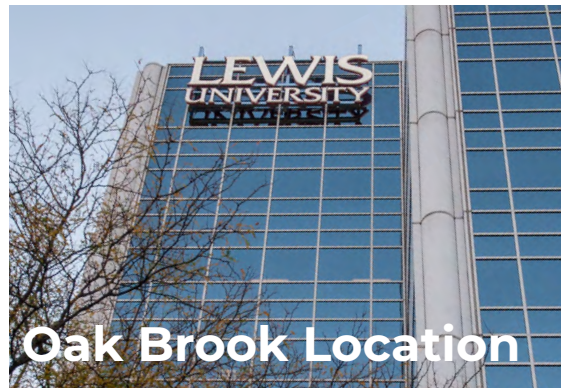
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class/Lecture	11:00 am - 12:15 pm	TR	Arts and Sciences AS 104A	Aug 29, 2023 - Dec 16, 2023	Lecture	Cynthia Howard (P)

Reading the Course Schedule/Locations

Column Heading	Description
CRN	Course Reference Number. A unique number assigned to a course. It is used for course registration.
COURSE ID	Subject + Course Number + Section
COURSE TITLE	Course Title
INST	Instructor; if blank, instructor not assigned
CR	Credit hour value
INSM	Instructional Method: TR = Traditional (face-to-face) ON = Online BL = Blended (face-to-face and online) MO = Multi-option (student may move between face-to-face and online) IS = Independent Study DS = Directed Study
PART OF TERM	Full Term/ First Eight Weeks/ Second Eight Weeks/Weekend Workshops
DAYS	Meeting days (note: T=Tuesday; R=Thursday)
TIME	Start and end time
DATE	Monday of the week of the first class through Friday of the last week of class
SR	Signature required to enter course
CAMPUS	Campus: ROM = Romeoville OBK = Oak Brook ONL = Online OFF = Other off campus location
FEE	Course fee
COREQ CRN	CRN of a course that must be taken with this course.
SPECIAL INFORMATION	Comment about a course.

Location	Address	Phone
Romeoville (Main)	One University Parkway, Romeoville, IL 60446	(815) 838-0500
Oak Brook	1111 W. 22nd Street, Suite 700, Oak Brook, IL 60523	(630) 573-1740



SPRING 2025

Part of Term	Description	Start Date	End Date	Comment
J12	January Term	Mon., January 6, 2025	Fri., January 17, 2025	January Term
16W	Sixteen Weeks	Tues., January 21, 2025	Sat., May 17, 2025	Sixteen Weeks
18	Eight Weeks	Tues., January 21, 2025	Sat., March 15, 2025	First Eight Weeks
28	Eight Weeks	Mon., March 24, 2025	Sat., May 17, 2025	Second Eight Weeks
CL	Six Weeks	Mon., April 7, 2025	Sat., May 17, 2025	Clinical
NL	Ten Weeks	Tues., January 21, 2025	Sat., April 5, 2025	Nursing Lab
W	Weekend Workshops	Tues., January 21, 2025	Sat., May 17, 2025	Assigned Weekend on Schedule

Holiday/Break (Spring and Summer 2025) – No Classes	Date
Martin Luther King, Jr. Day	Mon., January 20
Spring Break	Mon., March 17 – Sun., March 23
Easter Break	Thurs., April 17 – Mon., April 21
Juneteenth	Thurs., June 19
Independence Day	Thurs., July 3 – Fri., July 4

SUMMER 2025

Part of Term	Length	Start Date	End Date	Comment
SU	Fourteen Weeks	Mon., May 19, 2025	Sat., August 23, 2025	Fourteen Weeks
FF	Six Weeks	Mon., June 2, 2025	Sat., July 12, 2025	Six Weeks
GG	Eight Weeks	Mon., June 2, 2025	Sat., July 26, 2025	Eight Weeks
HH	Ten Weeks	Mon., May 19, 2025	Sat., July 26, 2025	Ten Weeks
W	Weekend Sessions	Mon., May 19, 2025	Sat., August 23, 2025	Weekend Sessions
YY	Four Weeks	Mon., May 19, 2025	Sat., June 14, 2025	Four Weeks
17	Seven Weeks	Mon., May 19, 2025	Sat., July 5, 2025	First Seven Weeks
27	Seven Weeks	Mon., July 7, 2025	Sat., August 23, 2025	Second Seven Weeks

Additional Information About Registration (Continued)

AUDITING COURSES

Students may enroll as auditors for a fee. The instructor's permission on the audit form is required. The fee must be paid at the time of enrollment and is non-refundable. College of Nursing and Health Sciences courses are not open to auditors. Auditors are subject to the conditions of enrollment established by the instructor, but do not take course examinations.

Students who audit a course must establish regular attendance during the first two weeks of class or they will be submitted as a "No Show." No credit is earned for audited courses, but the course name and designation "AU" are listed on the transcript.

Students who do not follow the attendance policy in the syllabus may earn a "W" as a final grade. Obtain the Audit Form from the Registrar's office.

Ordinarily, students may not audit studio or laboratory performance-based courses. Students' work in audited classes will not be formally assessed and no grades will be issued. Auditors are expected to read required texts and are permitted to ask and answer questions in class.

Courses taken for audit do not apply toward any academic degree and do not count as part of a student's full or part-time course load for purposes of financial aid or loan deferments.

CANCELLATION OF COURSES/ SCHEDULE CHANGES

The University reserves the right to cancel any course because of insufficient enrollment or as deemed necessary, and to make any schedule changes required including change of hours, location or instructor.

CLASS ATTENDANCE

Students are expected to attend all classes as part of the normal learning process. Students bear the ultimate responsibility for all missed class material as the result of an absence and can be required to make up any work missed.

Students must be consistent in attendance, both on-ground and online, at the beginning of the term to confirm registration and to be listed on the official course roster. Students will be administratively withdrawn from the official class list if they do not have the instructor's prior approval and fail to attend the first two weeks of 16-week courses or the first week of 4-8 week courses.

Faculty members have a right to establish their own rules and regulations concerning class attendance consistent with program and institutional policies. Students may receive a grade reduction or failing grade if they do not observe attendance requirements set for their classes.

For "Excused Attendance Policy," and "Grieving Policy," consult the current Undergraduate Catalog.

INDEPENDENT STUDY

Independent Study is an intensive, highly individualized course taken for knowledge enhancement beyond the courses offered in a particular area of interest and covering material not described in the University catalog in any other format. An Independent Study is offered by a department only to its majors and minors.

Independent Study must relate to a subject for which the student has adequate preparation and be commensurate with the student's class level, major field, and experience. The faculty supervisor must have, or be willing to develop, expertise sufficient to assess the quality of a student's independent learning. Learning outcomes and criteria or rubrics for assessment of learning should normally be agreed upon in advance.

Independent Study can involve what Ernest Boyer termed the scholarship of discovery, integration, application or teaching (*Scholarship Reconsidered--Priorities of the Professoriate, 1990*) or the scholarship of creativity, including creation of works of art, literature, music, film and theater.

To qualify for an Independent Study, a student must:

- Have earned 60 credit hours, at least 12 of which were earned at Lewis
- Have a 3.0 Cumulative GPA

A student must meet with the independent study supervisor to decide on focus, scope of project, meeting times, due dates for progress reports and plan for human subjects approval, if necessary.

Credit for a single independent study should not exceed three semester hours; a student should not register for more than three semester hours of independent study in one semester; and the total number of credit hours for a single student over the course of that student's college career should not exceed six hours. A faculty member should normally supervise no more than one independent study student per semester.

Students must apply for independent study using this form obtained at their Dean's Office, which must be approved by the supervising instructor, the student's academic advisor, the department chair of their major, and the Dean's Office of their major before the student enrolls for the course. If the course is in a department different from their major, the department chair and dean of that program/college must also sign this request.

PASS/FAIL OPTION

No more than one course on the Pass/Fail option will be approved for any student during a semester session, and that course cannot be required by the major, minor, or by the general education curriculum. The approval of the course instructor and the permission of the dean of the college in which the student is a major is required for a P/F grade to be attempted.

Certain courses are offered exclusively on a pass/fail basis. A student enrolled in such a course has the option to take an additional course on a pass/fail option.

Under the pass/fail option, a student is responsible for attending and participating in all scheduled classes and class activities, as well as completing all course requirements listed in the syllabus, including quizzes and examinations. The instructor evaluates the student who is exercising the pass/fail option in the same manner as other students in the class. At the end of the course, instead of the standard letter grade, a "P" will be posted for those students who achieve a performance level of poor through excellent ("D-" or better). The grade of "P" does not affect the grade point average. However, if a student fails a class, the "F" will be included in calculating the GPA.

Application forms for pass/fail are available in the office of the dean of the college. Completed application forms must be returned to the Registrar before the third Friday of the semester.

PREREQUISITES

Several courses listed have prerequisites. Please check and make sure that the prerequisite as indicated by the department, college, or instructor has been met.

REPEAT OF A COURSE

Any course taken in the University may be repeated for a higher grade, except those restricted by a major department or a college. Both courses will appear on the transcript, but only the most recent grade will be used to calculate the grade point average. Credit will be given only once for the course. A "W", or "I" on the second attempt does not replace the previous grade.

UNOFFICIAL WITHDRAWAL FROM A COURSE

Students must be especially consistent in attendance, both on-ground and online, during the first two weeks of the course to confirm registration and to be listed on the official course roster. Students who fail to attend, or participate in an online course during the first two weeks and who have not received prior approval from the instructor for absences will be reported to the Registrar by the faculty as a 'No-show' after the institutional drop deadline. These students are administratively dropped and no financial aid is disbursed to their student statement of account. If the student is reported as a 'No-show' for one or more but not all of their classes that student is assigned a "W" grade by the Registrar's Office for the classes that were reported.

Academic Calendar

Spring 2025	16-Week Calendar	
January 6-17	Monday-Friday	January Term
January 20	Monday	Birthday of Martin Luther King
January 21	Tuesday	Full Day of Classes for the 16-Week Term and First 8-Week Session
March 15	Saturday	Last Day of Classes for First 8-Week Session
March 17-22	Monday-Saturday	Spring Break: No Classes
March 24	Monday	Classes Resume for 16 Week Term and Start Second 8-Week Session
April 17-21	Thursday-Monday	Easter Holiday Recess: No Classes
May 10	Saturday	Final Day of Classes for 16-Week Term
May 12-17	Monday-Saturday	Final Exams for 16-Week Term
May 16-17	Friday-Saturday	Commencement Weekend
May 23	Friday	Spring Term Degree Conferral Date
Summer 2025	14-Week Calendar	
May 19	Monday	Start Standard 14-Week Session
May 19	Monday	Start First 7-Week Session
May 19	Monday	Standard 4-Week Session (dates may vary, standard end date June 8)
May 19	Monday	Standard 10-Week Session (dates may vary, standard end date July 20)
May 26	Monday	Memorial Day: No Classes
June 2	Monday	Standard 6-Week Session (dates may vary, standard end date July 13)
June 2	Monday	Standard 8-Week Session
June 19	Thursday	Juneteenth Observed: No Classes
July 3-4	Thursday-Friday	Independence Day: No Classes
July 5	Saturday	Last Day of First 7-Week Session
July 7	Monday	Start Second 7-Week Session
August 23	Saturday	Final Day of the Semester
August 29	Friday	Summer Term Degree Conferral Date

Note:

Graduate Programs and the School of Graduate, Professional, and Continuing Education vary in the observance of holiday schedules. If in doubt, contact your Graduate Program Director or the School of Graduate, Professional, and Continuing Education for specifics.

For future semester calendars, go to lewisu.edu and click on **Academics**, then **Academic Calendar**.

Final Exam Times

Spring 2025 Final Exam Week: May 12-17, Monday-Saturday

REGULAR CLASS SESSION - FIRST WEEKLY MEETING BEGINS AT	FINAL EXAM - DAY AND TIME
8:00 a.m. on Monday	Monday, 8:00 a.m. - 10:00 a.m.
9:00 a.m. on Monday	Wednesday, 10:30 a.m. - 12:30 p.m.
10:00 a.m. on Monday	Monday, 10:30 a.m. - 12:30 p.m.
11:00 a.m. on Monday	Friday, 10:30 a.m. - 12:30 p.m.
12:00 p.m. on Monday	Monday, 1:30 p.m. - 3:30 p.m.
1:00 p.m. on Monday	Wednesday, 1:30 p.m. - 3:30 p.m.
8:00 a.m. on Tuesday	Tuesday, 8:00 a.m. - 10:00 a.m.
9:00 or 9:30 a.m. on Tuesday	Thursday, 8:00 a.m. - 10:00 a.m.
11:00 a.m. on Tuesday	Tuesday, 10:30 a.m. - 12:30 p.m.
12:00 or 12:30 p.m. on Tuesday	Thursday, 10:30 a.m. - 12:30 p.m.
2:00 p.m. on Monday	Monday, 4:00 p.m. - 6:00 p.m.
2:00 p.m. on Tuesday	Tuesday, 1:30 p.m. - 3:30 p.m.
2:00 p.m. on Wednesday	Wednesday, 4:00 p.m. - 6:00 p.m.
2:00 p.m. on Thursday	Thursday, 1:30 p.m. - 3:30 p.m.
3:00 p.m. on Monday	Friday, 4:00 p.m. - 6:00 p.m.
3:00 p.m. on Tuesday	Tuesday, 4:00 p.m. - 6:00 p.m.
3:00 p.m. on Thursday	Thursday, 4:00 p.m. - 6:00 p.m.
2:00/2:30 p.m. on Friday	Friday, 1:30 p.m. - 3:30 p.m.
Monday evening class	Monday, 6:30 p.m.
Tuesday evening class	Tuesday, 6:30 p.m.
Wednesday evening class	Wednesday, 6:30 p.m.
Thursday evening class	Thursday, 6:30 p.m.
Saturday class	Saturday, Time Set By Instructor
Global History and Culture Common Final	Wednesday, 8:00 a.m. - 10:00 a.m.
Reserved for Multiple Section Exams and Conflicts	Friday, 8:00 a.m. - 10:00 a.m.

2025 MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Spring 2025 Final Exam Week						
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

IMPORTANT EXAM NOTICE

- The final exam room is the regular meeting room.
- The Aviation Maintenance final exam schedule will be posted in the Harold E. White Aviation Center.



Spring and Summer 2025 – Student Accounts

TUITION INFORMATION AND RATES

Students are charged by their programs. The program determines the rate assessed for courses. Students are responsible for visiting **myLewis** portal - Student Accounts, monthly to view account activity.

FIXED BLOCK UNDERGRADUATE TUITION

12-18 HOURS PER SEMESTER\$19,400

UNDERGRADUATE TUITION PER CREDIT HOUR

Undergraduate--Part time less than 12 hours\$1,127
 Undergraduate - Accelerated\$625
 Accelerated BAC/BSN\$625
 Accelerated RN/BSN\$456
 Accelerated Criminal Justice\$445

Post-Baccalaureate Pre-Medical Studies

Biomedical Science Certificate\$625
 Biomedical Science Certificate B.A.\$625

Non-Degree

High School Dual Credit*\$100
 High School Scholar -
 SHRM Seminar\$1,050
 Active Duty\$250

Summer School\$901

*Dual credit rate may vary depending on high school partnership contract

GRADUATE TUITION PER CREDIT HOUR

COAST

MS, Aviation and Transportation\$845
 MS, Computer Science\$860
 MS, Data Science\$860
 MS, Cybersecurity\$860
 MS, Electrical and Computer Engineering\$860
 MS, Chemistry\$845
 MS, Physics\$845
 MS, Chemical Physics\$845

COB

Master of Business Administration\$860
 MS, Business Analytics\$860
 MS, Finance\$860
 MS, Project Management\$860
 MA, Organizational Leadership\$725

COESS

MS, Criminal Justice\$620
 MS, Public Safety Administration\$620
 MA, Education\$600
 Department of Education Endorsements\$350
 Department of Education Subsequent Teaching Endorsements\$400
 Teacher In-Service for DuPage Educators (TIDE)\$275
 MA, Clinical Mental Health Counseling\$650
 MA, School Counseling\$650
 MA, Social Work\$650

CONHS

MS, Nursing\$820
 MS, Occupational Therapy\$845
 MS, Speech Language Pathology\$845
 MS, Health Information Management\$820

DOCTORATE TUITION PER CREDIT HOUR

Doctorate, Education Leadership\$785
 Doctor of Nursing Practice (DNP)\$820
 Doctor of Physical Therapy\$866

OTHER FEES

Student Fee - Traditional UG\$200
 Student Fee - Accelerated and Graduate\$160
 Installment Tuition Payment Agreement\$60
 Late Payment Penalty Fee\$100
 NSF Check Fee\$30
 Study Abroad\$500
 International Student Insurance - Fall/Spring semester*\$816
 International Student Insurance - Summer*\$317

*Subject to change based on current rate from university insurance company. Students who present evidence of insurance will not be charged.

Transfer of credit fee, per credit hour while a Lewis Student\$45
 Graduation Fee - Undergraduate\$150
 Graduation Fee - Graduate\$180
 Graduation Fee - Doctorate\$210
 Transcript Fee\$5
 Audit Fee\$175
 Audit Fee - Graduate Workshop\$350
 Prior Learning Assessment Initial Challenge Exam/Portfolio,
 Specific Course\$150
 Prior Learning Assessment Additional Challenge Exam/Portfolio,
 Specific Course\$50
 PLA Portfolio for University Studies Credit\$500

*Subject to change based on current rate from university insurance company. Students who present evidence of insurance will not be charged.

ROOM CHARGES PER SEMESTER

FOUNDERS HALL

Double\$3,515
 Single\$3,865

SHEIL HALL

Double\$3,515
 Single\$3,865

SOUTH HALL

Single\$3,865

DE LA SALLE - North

Double\$3,515
 Single\$3,865

DE LA SALLE - South

Double\$3,515
 Single\$3,865

RYAN HALL

Single\$3,865
 Super Single\$4,020

CODY HALL

Single\$3,865
 Super Single\$4,020

ST. CHARLES BORROMEO

CENTER (SOUTH)

Single\$3,865
 Super Single\$4,020

ST. CHARLES BORROMEO

CENTER (NORTHWEST)

Suite Double\$3,930
 Suite Single\$4,180

NORTH HALL

Suite Double\$3,930
 Suite Single\$4,180

DOROTHY DAY

Suite Double\$3,930
 Suite Single\$4,180
 Suite Triple\$3,720

MOTHER TERESA

Suite Double\$3,930
 Suite Single\$4,180
 Suite Triple\$3,720

JOHN PAUL II

Suite Double\$3,930
 Suite Single\$4,180
 Suite Triple\$3,720

MEAL CHARGES:

Plan I - Per Semester\$2,300
 Plan II - Per Semester\$2,540
 Plan III - Per Semester\$2,780

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Spring and Summer 2025 – Student Accounts *(Continued)*

STUDENT ACCOUNT INFORMATION

All Student Account information (billing, payment portal, payment plans, statements/ebills, etc.) is accessible through **myLewis** – Student Account. Family and others can be given access to the Nelnet Student Account Platform by the student for billing information only.

For the most current updates to Student Accounts policies or procedures please visit: <http://www.lewisu.edu/studentaccounts>.

PAYMENT AND PAYMENT PLANS

Prior to registration, students understand and agree that Lewis University uses a monthly statement email as an official method of billing and are responsible for reading the e-mails received from Lewis University on a timely basis. Students further understand that failure to review a statement or receive an email does not constitute a valid reason for not paying their bill on time. Students are responsible for visiting **myLewis** portal - Student Accounts, monthly to view account activity.

Complete payment of all charges (tuition, fees, housing, etc.) is due by the first day of class for the fall, spring, and summer terms. Online payment arrangements must be made prior to move-in day if living in the residence halls.

Cash, check, or money order payments are accepted in Student Accounts. Credit card payments (American Express, Discover, MasterCard, or Visa) are only available online and include a convenience fee. ACH (checking or savings) payments are also available online as a NO FEE option. Online payments are made at **myLewis** portal - Student Accounts.

Lewis University offers a monthly payment plan for students who cannot pay their bills in full by the first day of class. This option allows students to manage their charges with an interest-free monthly payment. Students work directly with Nelnet Campus Commerce at <https://mycollegepaymentplan.com/lewis-university> or 800.609.8056 to sign up and establish monthly payments based on their bill and estimated financial aid. This site is also available through **myLewis** – Student Accounts - Nelnet Campus Commerce Payment Plans.

Each semester that a payment plan is needed, students must enroll through the online billing system; enrollment is not automatic and must be student initiated. A \$60 semester fee is charged for use of a payment plan.

Students are able to sign up for a payment plan and make subsequent payments completely online. This convenient online option also allows for family or others to be identified as the primary payer. This person has access to view the payment plan arrangement and make subsequent payments. Other benefits include the option for automatic payments, a toll-free number for the student payment plan center, and budgeting for other college expenses.

Students may attend only those courses for which they have registered.



LEWIS UNIVERSITY TRANSCRIPT AND DIPLOMA POLICY

Lewis University adopts the following guidelines for the processing of transcript or diploma requests by a current or former student with an outstanding financial obligation. This policy is in reference to the Illinois Student Debt Assistance Act (Public Act 103-0054) and Federal Regulation 34 CFR 668.14(b)(34). Institutions of higher education are required to outline steps for accessing a transcript or diploma when a balance still exists on the student account. This policy affects the Bursar Office and the Registrar Office. Either area can share more detailed information.

Complete payment of all charges (tuition, fees, housing, etc.) is due by the first day of class for the fall, spring, and summer terms; established employer reimbursement programs have a 6-week delayed due date. The full text concerning payment policy is located on the student's Lewis University Financial Responsibility Agreement; this document is displayed for e-signature prior to registration.

If a student account bill or any monies due and owing Lewis University by the scheduled due date are not paid, a Bursar Office financial and registration hold will be placed. The holds may prevent registering for additional current or future classes or receiving a diploma. A delinquent account may be placed with a debt recovery agency. Lewis University's policy for providing a transcript or diploma and registration when there is a Bursar Office hold is listed below in reference to the Illinois Student Debt Assistance Act and Federal Regulation 34 CFR 668.14(b)(34).

TRANSCRIPT

With a Bursar Office hold, Lewis University will process an official transcript request for:

1. Job application or any other employment need
2. Transfer from one institution of higher education to another
3. Pursue other postsecondary opportunities
4. Join the U.S. Armed Forces or State National Guard
5. Apply for state, federal, or institutional financial aid
6. Any request made for an official transcript regardless of balance due

Release of an official transcript for the above requests does not lift the Bursar Office hold. It also does not eliminate the financial encumbrance.

Lewis University only issues Official Transcripts. Federal regulation requires a signature for the release of a transcript. The cost is \$5.00 for one transcript. Additional transcripts ordered at the same time are \$2.00 each.

1. Online request:

- Lewis University retains Parchment to accept transcript orders online.

- **To place an order visit: Parchment Ordering Site**
<https://www.parchment.com/u/registration/33255/institution>

Please contact the Office of the Registrar at registrar@lewisu.edu or at (815) 836-5133 if you have any additional questions.

An Unofficial Transcript of student academic progress including a course listing is available to current students through **myLewis** - 'Records and Registration' - MySSB - Student Records - Select 'Unofficial', for reference only. All former students no longer attending Lewis will lose self-service access to the portal within two years of last attendance. Access cannot be restored for the purpose of obtaining an unofficial transcript.

Former students seeking an unofficial transcript only may do so in-person at the Office of the Registrar.

The unofficial transcript will be marked as unofficial. Unofficial transcripts cannot be mailed or sent electronically. Former students without portal access that require an electronic or mailed transcript can only order an official through Parchment.

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Spring and Summer 2025 – Student Accounts *(Continued)*

DIPLOMA

With a Bursar Office hold, a diploma is released when the student's account is paid in full. All financial obligations must be met and any financial hold released.

A student can submit an appeal to receive a diploma for the following exemptions from Public Act 103-0054:

1. Job application or any other employment need specifically requesting a diploma
2. Transfer from one institution of higher education to another specifically requesting a diploma
3. Pursue other postsecondary opportunities specifically requesting a diploma
4. Join the U.S. Armed Forces or State National Guard specifically requesting a diploma
5. Apply for state, federal, or institutional financial aid specifically requesting a diploma

The appeal must be mailed with the following information included; any missing items will invalidate the request:

- Signed and dated appeal letter that includes:
 - Student's name.
 - The name under which student attended.
 - Student's social security number or ID number.
 - Dates of attendance.
 - Date(s) of graduation.
 - Need for the diploma based upon the listed exemptions.
 - **Supporting documentation from the requested organization or government entity.**
 - Student's return address, daytime telephone number, signature.
 - Must be written as is and signed within the appeal letter...
 - **"I acknowledge that I owe a debt to Lewis University which has prevented my diploma from being released prior to this written appeal for an exemption as outlined in Illinois Student Debt Assistance Act (Public Act 103-0054). I further acknowledge that I am responsible for this debt and agree to pay any and all outstanding balances due to Lewis University as soon as possible or establish a payment plan through Lewis University's 3rd party service provider. I certify that my statements above are true and valid and agree to the terms without limitation or qualification."**

Mail the diploma request to:

**Registrar's Office
Lewis University
Unit 286
One University Parkway
Romeoville, IL 60446**

Please contact the Office of the Registrar at registrar@lewisu.edu or at (815) 836-5133 if you have any additional questions.

REGISTRATION

With a Bursar Office hold, current and future registration for classes is not allowed. All financial obligations must be met to have the Bursar Office hold released. Complete payment of all charges (tuition, fees, housing, etc.) is due by the first day of class for the fall, spring, and summer terms; established employer reimbursement programs have a 6-week delayed due date.

A student who does not pay the outstanding account balance by the due date will have a Bursar Office hold placed. The published policy for registration requires a zero-balance due; all financial obligations must be met on the student account for current or future registration of classes.

At times as determined solely by Lewis University with no guarantee of a future or continued decision, a minimum grace balance may be determined to allow for registration. This could allow for a continuously enrolled current

student with a minimum grace balance to register for a future term during the first week of registration. After the first week of registration any balance would have to be paid in full prior to registering.

A minimum balance exception once approved is not a guarantee or agreement for future allowances. A student without continuous enrollment must have the account paid in full in order to register for classes.

PAST DUE ACCOUNT AND NOT REGISTERED

Lewis University partners with Recovery Management Services, Inc. (RMS) to recover past due accounts over \$300.00. If no longer registered or graduated with a balance still due, the Bursar Office contacts the student monthly through the ebill system for payment. The student will have an option for payment in full or establish a payment plan through Lewis University's 3rd party service provider.

If after 6 months of failed attempts to secure payment or a payment plan, the student account will be placed with RMS for past due balance collection. Once the student account is placed with RMS, the student must work directly with the outside agency for payment plan or payment in full. All correspondence sent to Lewis University at that point concerning the account balance will be forwarded to RMS for response.

TRANSCRIPT WITHHELD COMPLAINT

A student may file a complaint regarding the withholding of an official transcript by Lewis University with the following areas:

- Lewis University Registrar by emailing registrar@lewisu.edu or calling 815-836-5133
- Illinois Attorney General Student Loan Ombudsperson by completing an online form at www.illinoisattorneygeneral.gov or by calling 1-800-455-2456

STATEMENTS AND BALANCE DUE (EBILLS)

The Lewis University Nelnet Student Account Platform allows students, family, and authorized users access to account activity, monthly statements, payment options, payment plans, and refunds. This system enables students to receive and pay their bills online. A statement notice is emailed to students indicating that a new one is ready for their review.

Students have the option to include additional email addresses to which they would like the statements sent for family and authorized users. The statement will list pending financial aid and the balance of the account

Students are responsible for reading the e-mails and statements received from Lewis University on a timely basis. Failure to review a statement or receive an email does not constitute a valid reason for not paying the bill on time. Statement information is available at **myLewis** – Student Account – Nelnet Student Account Platform; account transactions must be reviewed for accuracy. Any discrepancy must be reported to the Bursar Office within 30 days.

EMPLOYER TUITION REIMBURSEMENT

Forms are available at **myLewis** Portal under Student Account. For enrollment in the program, proper documentation must be submitted to Student Accounts by the posted first full day of classes by the Registrar. Participation in the Employer Tuition Reimbursement program will be canceled if payment or enrollment due dates and other polices are not followed by the student.

FINANCIAL AID RECIPIENTS

Financial aid is always an estimate until enrolled hours are verified. Once enrolled hours and other criteria are verified, the Office of Financial Aid Services will credit the appropriate financial aid to students' accounts. Adjustments to financial aid can result in additional balances owed to the University.

(Continued)

Spring and Summer 2025 – Student Accounts *(Continued)*

OVERPAYMENT / REFUND POLICY

Student Accounts utilizes an electronic credit balance refund system. If a student account reflects a credit balance after Federal Student Aid has been applied to current charges or due to overpayment, a refund will be issued if the student selected this option when accepting the online financial aid award. Refunds are not issued until after the class drop period.

Students have the option to receive refunds in the form of Direct Deposit (to checking/savings). Students must enroll online to authorize. Credit balance refund disbursement methods can be viewed and managed at **myLewis** – Student Accounts.

TUITION REFUND POLICY

The following policies refer to all registered courses (classroom based, online, blended, practicum, research, clinical, student teaching, field experience and independent study).

Definition of a week: A week begins at 12:00 am, Monday, Central Time; Ends 11:59 pm, Sunday, Central Time.

Four and Five Week Courses

Drop: Drop within first week, 100% refund, course does not appear on transcript. Drop within second week, 50% refund, course does not appear on transcript.

Withdrawal: Withdraw by end of third week, no refund, “W” grade placed on transcript. No withdrawals will be processed after the beginning of the fourth week of the course.

Seven or Eight Week Courses

Drop: Drop within first week, 100% refund, course does not appear on transcript. Drop within second week, 50% refund, course does not appear on transcript.

Withdrawal: Withdraw by end of fifth week, no refund, “W” grade placed on transcript. No withdrawals will be processed after the beginning of the sixth week.

Sixteen Week Courses

Drop: Drop within first week, 100% refund, course does not appear on transcript. Drop within second week, 50% refund, course does not appear on transcript.

Withdrawal: Withdraw by the end of tenth week, no refund, “W” grade placed on transcript. No withdrawals will be processed after the beginning of the eleventh week.

Seminars (Weekend Workshops)

Seminars (Weekend Workshops) must be dropped two days before the start date to receive 100% refund. A Seminar (Weekend Workshop) that is registered for, but not attended, will not be considered officially dropped, and will be charged full tuition.

Tuition refunds are based on the above only. Neither the number of class meetings nor student attendance is used in computing the refund. Students will remain responsible for all charges, including late fees, unless they follow proper procedures for officially withdrawing from Lewis University, and do so within the published deadlines for refund.

A fixed rate of tuition is charged for 12-18 hours; dropping coursework will not affect direct tuition cost if the student remains between 12-18 hours. Students dropping below 12 hours during the refund period will be billed at the per credit hour rate. Students should consult the Office of Financial Aid Services before dropping coursework, as a course drop may affect financial aid awards.

BILLING ERRORS

Administrative, clerical, or technical billing errors do not absolve students of financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of registration or on campus housing at Lewis University.

COLLECTION POLICY

Lewis University may take steps to collect any past due charges, including but not limited to the following: restricting registration for classes, withholding guest tickets for commencement, and not releasing the diploma until all financial obligations are satisfied.

RETURNED CHECK POLICY

Checks returned unpaid for any reason are subject to a \$30.00 returned check fee. The unpaid amount and fee must be remitted in full within 10 days of receipt by the University. Students will be placed on hold until full payment is received; resident meal plans will be stopped until full payment is received. Students with two or more returned checks will lose all check payment and cashing privileges for the remainder of their enrollment at Lewis University.

Financial Aid

It has been the philosophy of the University that no student should be prevented from attending the University because of limited financial resources. The Student Financial Aid Program has been developed to help meet that goal. The Office of Financial Aid administers programs in cooperation with federal, state and private agencies as well as funds provided through the University. Funding may be based on financial need or may be based on academic, athletic or fine arts merit.

Students who have been accepted for admission to Lewis are eligible to be considered for financial aid. Lewis University requires that you complete the Free Application for Federal Student Aid (FAFSA) in order to apply for need-based financial aid/grants, loans and work programs available through federal, state and institutional resources. This form is available at www.studentaid.gov.

YOU ARE ELIGIBLE FOR FINANCIAL AID IF:

- you are a U.S. citizen or eligible non-citizen
- you show that you have financial need by completing the FAFSA
- you are making Satisfactory Academic Progress
- you are not in default on a federal student loan

HOW TO APPLY

Students must complete a Free Application for Federal Student Aid (FAFSA) **each year** in order to be eligible for financial assistance. Students can complete the application online at www.studentaid.gov. Financial preference is given to those students who complete the financial aid application process **prior to December 1**.

FINANCIAL AID APPLICATION PROCESS

- Complete the FAFSA at www.studentaid.gov – Lewis University’s School Code is 001707.
- Obtain your FSA ID at <https://studentaid.gov/fsa-id/create-account/launch> before completing your FAFSA. Beginning with the 2024-25 FAFSA you will not be able to create an FSA ID while completing the FAFSA.
- Starting with the 2024-25 FAFSA, a direct data exchange process with the IRS will import income, taxes and additional information directly to the student’s FAFSA.
- The Department of Education will process your FAFSA and email your results.
- If you are selected for verification, additional documentation will be requested (e.g., IRS tax listing, verification of child support, w-2’s) by Lewis University. The direct data exchange process provides the student with the easiest way to meet the majority of the verification requirements.
- All financial aid documentation must be submitted before the end of the enrollment period (ie. fall, spring, summer) or before the student ceases to be enrolled at least half time. Failure to complete this process will limit the eligibility of financial aid.

Priority Processing Deadlines*

Processing Deadlines	Freshman	Transfer	Returning
Merit Scholarship	June 1, 2025	June 1, 2025	NA
Lewis Lasallian Grant	July 1, 2025	July 1, 2025	May 1, 2025

MAP Grant Please complete your FAFSA as soon as possible each year to ensure the awarding of MAP Grant funds.

**These deadlines are for the 2025-26 FAFSA application.*

FINANCIAL AID DEFINITIONS

FAFSA Application - The standard form used by students and families to apply for financial aid.

Financial Aid Budget - An average estimate of what it will cost to attend Lewis University depending on your living arrangements indicated on the FAFSA. It is comprised of tuition and fees, housing and food, transportation, books and supplies, license or certificate fee, and personal expenses.

Student Aid Index (SAI) - This number is determined by the Federal government and is a calculation of your financial information as submitted on the FAFSA. Formerly referred to as the Expected Family Contribution (EFC).

Financial Need - The difference between the student’s financial aid budget and the student aid index (SAI).

Grants - Awarded aid dollars that need not be repaid by the student. Federal, state and institutional grants are normally based on a student’s financial need.

Scholarships - Awarded aid dollars to students on the basis of outstanding achievement. Lewis University offers scholarships based on academic merit as well as talent in art, music, drama and athletics. The scholarships are renewable based on their criteria.

Loans - Money that a student may borrow to help pay their educational costs. Loan repayments may be deferred while a student is enrolled halftime or more.

Student employment - Employment opportunities are available to students to work on-campus or off-campus community service jobs.

Professional Judgement

Special Circumstances – a review of a student and their families financial situation based on a job loss, reduction of work hours, or a change in marital status (ie. divorce, separation, or death).

Unusual circumstances – a review of a student’s dependency status based on a unique situation (ie. human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

Contact the Office of Financial Aid Services if you are experiencing a special or unusual circumstance.

FEDERAL DIRECT STAFFORD LOANS

New student loan borrowers must complete a Master Promissory Note and Entrance Counseling. In order to complete these requirements, follow the instructions below.

1. Go to www.studentaid.gov
2. Click “sign in” using your FSA ID number
3. Go to Complete Aid Process
 - Select “Complete MPN”
 - For either undergraduate, graduate or parent depending on the loan type
 - Complete all steps of this process and sign your application
 - Select “Complete Entrance Counseling”
4. Confirm receipt – check your e-mail for confirmation that this process has been completed. The information is forwarded to Lewis University electronically within 24 hours.

FINANCIAL AID ONLINE

- Student financial aid awards can be viewed 24/7 online at myLewis
- A listing of financial aid awards and all related documents concerning a student’s financial aid application can be viewed on this website.
- Copies of all our financial aid forms and additional resources can also be found on the myLewis portal in the **FINANCIAL AID FORMS** section.
- Financial Aid Rights and Responsibilities is outlined on the myLewis portal in the Terms and Conditions tab. Please review this section for additional information regarding financial aid policies and procedures.

Transportation to and from Campus

Lewis strives to provide students with easy access to surrounding communities.

PACE BUS 834 (MINIMAL CHARGE)

In cooperation with the Regional Transportation Authority (RTA), bus 834 Joliet-Downers Grove provides 24 hr. service from the Lewis main campus to local communities. The route spans from Joliet's Union Station to Yorktown Center.

For service and complete route information and timetables, visit PaceBus.com



Lewis University Shuttle (Free)

Lewis offers a free Campus Shuttle service to connect you with local communities, shopping and entertainment. The shuttle runs Friday, Saturday and Sunday from Lewis to Downtown Naperville, Louis Joliet Mall, shopping and restaurants on Weber including: Jewel Osco, Buffalo Wild Wings, Kohl's, Aldi, Goodwill, Tasty Waffle, Walgreens, and Walmart.

For a complete schedule, go to LewisU.edu/shuttle.

Colleges/SGPCE Department Directory

COLLEGE OF AVIATION, SCIENCE AND TECHNOLOGY, EXT. 5152

Dean.....	Dr. Christopher White, Ext. 5584
Associate Dean.....	Dr. Safwan Omari, Ext. 5791
Associate Dean, Aviation Initiatives.....	Eric Jones, Ext. 5483
Assistant Dean.....	Sarah Pariseau, Ext. 5020
Administrative Assistant to the Dean.....	Christine Morrow, Ext. 5152
Administrative Assistant for Aviation and Transportation Studies.....	Andrea Madura, Ext. 5220
Department Manager, Aviation and Transportation Studies.....	Sandra Schuh, Ext. 5434
Administrative Assistant for Biology, Chemistry, and Physics.....	Lori Egner, Ext. 5116
Administrative Assistant for Engineering, Computing, and Mathematical Sciences.....	Maureen Harless, Ext. 5116

Department Chairs

Aviation.....	Dr. Ryan Phillips, Ext. 5089
Biology.....	Dr. Jerry Kavouras, Ext. 5723
Chemistry.....	Dr. Jason Keleher, Ext. 5978
Engineering, Computing and Mathematical Sciences.....	Dr. Cynthia Howard, Ext. 5134
Physics.....	Dr. Joseph Kozminski, Ext. 5393

Program Directors

Air Traffic Control.....	Michael Julius, Ext. 5761
Allied Health.....	Dr. Erin Zimmer, Ext. 5659
Aviation Administration.....	Paul Dybinksi, Ext. 5422
Aviation Flight.....	Keith McGill, Ext. 5053
Aviation Maintenance.....	Christopher Stevens, Ext. 5424
Data Science.....	Dr. Piotr Szczurek, Ext. 7083
Dental Hygiene.....	Dr. Elizabeth Kozak, Ext. 5726
Engineering, Computer.....	Dr. Gina Martinez, Ext. 5557
Engineering, Electrical.....	Dr. Yazan Alsmadi, Ext. 6673
Environmental Science.....	Dr. Jerry Kavouras, Ext. 5723
Graduate Aviation Studies.....	Dr. Erik Baker, Ext. 5936
Graduate Computer Science.....	Dr. Ziad Al-Sharif, Ext. 5646
Information Technology and Cyber Security.....	Dr. Jason Perry, Ext. 5797
Mathematics.....	Dr. Amanda Harsy Ramsay, Ext. 5688
Pre-Health Professions.....	Dr. Jennifer Roberts, Ext. 5396
Undergraduate Computer Science.....	Dr. Raymond Klump, Ext. 5528
Unmanned Aircraft Systems.....	Jacob Reed, Ext. 5508

COLLEGE OF BUSINESS, EXT. 5348

Dean.....	Ryan D. Butt, Ext. 5267
Director of CoB Operations.....	Kari Orseske, Ext. 5621
Associate Dean.....	Dr. Wei Chen, Ext. 5260
Assistant Dean.....	Michael Progress, Ext. 5489
Coordinator of CoB Academic Services.....	Kathryn Hettinger, Ext. 5938
Coordinator of Accreditation & Compliance.....	Lisa Hetzel, Ext. 5889
Faculty Administrative Assistant.....	Tracy O'Brien, Ext. 5991
Lowell Stahl Center for Entrepreneurship & Real Estate Director.....	Contact Kari Orseske, Director of CoB Operations, Ext. 5621
Sales Excellence Program.....	Bob Bergman, Ext. 5294

Graduate School of Management Program Directors

MBA.....	Dr. Michele Ryan, Ext. 5373
M.S. Business Analytics.....	and Dr. Oguzhan Batmaz, Ext. 5613
M.S. Finance.....	Dr. Ibrahim Mescioglu, Ext. 5801
Organizational Leadership.....	John Nyhoff, Ext. 5091
M.S. Project Management.....	Dr. Sheila Boysen, Ext. 7099
	Dr. Robert Harris, Ext. 5430

Program Directors

International Business.....	Dr. Ian Gladding, Ext. 5221
Digital Marketing.....	Dr. Shan Lin, Ext. 5804
Sport Management.....	Tim McBride, Ext. 5217

Department Chairs

Accountancy, Business Analytics, Economics & Finance....	Dr. Ibrahim Mescioglu, Ext. 5801
Business Administration & Marketing.....	Dr. Elizabeth Belgio, Ext. 5432
Organizational Leadership & Management.....	Dr. Lesley Page, Ext. 5192

TO CALL FROM CAMPUS, DIAL (EXT.)

COLLEGE OF EDUCATION AND SOCIAL SCIENCES, EXT. 5242

Dean.....	Dr. Kip Kline, Ext. 5717
Associate Dean.....	Dr. Elizabeth Sturm, Ext. 5624
Assistant Dean.....	Randall Venzke, Ext. 5024
Administrative Assistant to the Dean.....	Lucy Alvarez, Ext. 5242
Coordinator of CoESS Operations.....	Shannon Garcia, Ext. 5266
Licensure Officer.....	Renee Zdych, Ext. 5268
Clinical Coordinator.....	Kelly Wolcott, Ext. 5773
Administrative Assistant for Early Childhood, Elementary and Special Education.....	Melissa Villarreal, Ext. 5398
Administrative Assistant for Justice, Law and Public Safety Studies/Social Work.....	Carli Rodack, Ext. 5502
Administrative Assistant for Psychology/Sociology.....	Shannon Garcia, Ext. 5266
Administrative Assistant for Political Science/Educational Leadership, ESL, Instructional Technology, Reading & Literacy, Ed.D., Secondary/Middle Level/Foreign Language.....	Lee Anne McConologue, Ext. 5121

Department Chairs

Education.....	Dr. Jung Kim, Ext. 5099
Justice, Law and Public Safety Studies.....	Dr. Vesna Markovic, Ext. 5039
Political Science.....	Dr. Steven Nawara, Ext. 5323
Psychology.....	Dr. Keith Lavine, Ext. 5744
Social Work.....	Dr. Lorri McMeel, Ext. 5090
Sociology.....	Dr. Tennille Allen, Ext. 5799

Education Program Directors

Early Childhood Education.....	Dr. Rebecca Pruitt, Ext. 5626
Ed.D.....	Dr. Erica Davila, Ext. 5103
Educational Leadership.....	Dr. Bruce Law, Ext. 5632
Elementary/Special Education.....	Dr. Jennifer Buss, Ext. 5627
English as a New Language.....	Dr. Joanna Maravilla, Ext. 6107
Literacy.....	Dr. Jung Kim, Ext. 5099
Secondary/Middle/Foreign Language.....	Dr. Sarah Drake Brown, Ext. 5963
Technology Learning & Design.....	Dr. Seung Kim, Ext. 5042
Undergraduate Reading Program.....	Dr. Deborah Augsburg, Ext. 5883

Social Science Program Directors

Addictions Program.....	Dr. Kimberly Duris, Ext. 5783
Clinical Training and Assessment.....	Dr. Kimberly Duris, Ext. 5783
Ethnic and African American Studies.....	Dr. Tennille Allen, Ext. 5799
Graduate Criminal Justice.....	Dr. Hannah Klein, Ext. 5368
Graduate Psychology.....	Dr. Katherine Helm-Lewis, Ext. 5604
Graduate School Counseling, Interim Program Director.....	Dr. Lindsay Fredrick, Ext. 5028
Graduate Social Work.....	Dr. Rachel Wells, Ext. 5383
Human Resource Management.....	Dr. Kami Tsai, Ext. 5196
Latin America and Latina/o Studies.....	Dr. Jennifer Buntin, Ext. 7087
Public Safety Administration.....	Dr. Shanon Gillette, Ext. 5949
Undergraduate Social Work.....	Dr. Lorri McMeel, Ext. 5090
Undergraduate Criminal Justice.....	Tammy Thurman, Ext. 5084
Undergraduate Psychology.....	Dr. Valerie Hill, Ext. 5166

COLLEGE OF HUMANITIES, FINE ARTS AND COMMUNICATIONS, EXT. 5874

Dean.....	Mark Swain, MFA, Dean, Ext. 5043
Associate Dean.....	Dr. Emily Normand, Ext. 5093
Assistant Dean.....	Samantha Ivetic, Ext. 5537
Administrative Assistant to the Dean.....	Jean Lucas, Ext. 5874
Administrative Assistant for Art and Design/Music/Theatre.....	Christine Jones, Ext. 5619
Administrative Assistant for Communications/English Studies/Foreign Languages.....	Maria Sanchez, Ext. 5227
Administrative Assistant for History/Philosophy/Theology.....	Skylar Van Mill, Ext. 5148

Department Chairs

Art and Design.....	Kristin Callahan, Ext. 5419
Communications.....	Hayley Miller, Chair, Ext. 5022
English Studies.....	Dr. Chris Wielgos, Ext. 5873
History.....	Dr. Dennis Cremin, Ext. 5862
Music.....	Dr. Mike McFerron, Ext. 5857
Philosophy.....	Dr. Karen Davis, Ext. 5568
Theatre.....	Dr. Kevin Trudeau, Ext. 5695
Theology.....	Dr. Christine Billups, Ext. 5829
World Languages.....	Dr. Serafima Getys, Ext. 5544

COLLEGE OF HUMANITIES, FINE ARTS AND COMMUNICATIONS (Continued)

Program Directors

Art Gallery.....	Natalie Swain, Ext. 5043
Culture & Civilization.....	Br. John Vietoris, FSC, Ext. 5679
Electronic Media.....	John Carey, Ext. 5400
English as a Second Language.....	Jasmine Castillo, Ext. 5664
LUTN News/Good Morning Lewis.....	Tracy Hemmingway, Ext. 7208
Media Production.....	John Kilpatrick, Ext. 5400
Spanish Program.....	Dr. Rocio Rodriguez, Ext. 6007
The Flyer Moderator.....	Shannon Mashek, Ext. 5022

COLLEGE OF NURSING AND HEALTH SCIENCES, EXT. 5350

Interim Dean.....	Dr. Daisy Sherry, Ext. 5249
Associate Dean.....	Dr. Ann Guernon, Ext. 5315
Assistant Dean.....	Sarah Coleman, Ext. 5703
Administrative Assistant to the Dean.....	Christine Murray, Ext. 5350
Assistant to the Undergraduate Program Director.....	Ashley Stajura, Ext. 5997
Assistant to the Graduate Nursing Program Director.....	Mary Ortiz, Ext. 5355
Administrative Assistant UG Nursing and Radiography.....	Aimee Benz, Ext. 5295
Administrative Assistant Traditional Nursing.....	Destiny Gomez, Ext. 5359
Administrative Assistant for Chair of Nursing and Grad. Nursing.....	Tiffany Tate, Ext. 5008
Administrative Assistant Graduate Nursing.....	Rosemarie Shaffern, Ext. 7177
Administrative Assistant Exercise Science and Occupational Therapy.....	TBA, Ext. 5356
Administrative Assistant Speech-Language Pathology.....	Priscilla DeSalvo, Ext. 5081
Administrative Assistant Doctor of Physical Therapy.....	Tina Bures, Ext. 5894
Director Clinical Placements and Community Partnerships.....	Deborah Bain, Ext. 7413
Scheduling and Clinical Compliance Coordinator.....	Grace Thompson, Ext. 7419
Community Partnerships Coordinator.....	Caitlin Thompson, Ext. 5235
Administrative Assistants Clinical Placement Office.....	Merritt Edson, Ext. 5441 and Nichole McGraw, Ext. 5452
Co-Coordinator of Skills Lab.....	Cindy Parent, Ext. 5128 and Kristen Pengiel, Ext. 5128 and Shari Pollock, Ext. 5128 and Laura Ripley, Ext. TBA

Department Chairs

Nursing.....	Dr. Pamela Taylor, Ext. 5378
Health Sciences.....	Dr. Cathy Bohlin, Ext. 5921
Rehabilitation Sciences.....	TBA, Ext.

Program Directors

Traditional Nursing.....	Dr. Tina Bobo, Ext. 5071
Accelerated Nursing.....	Dr. Melissa Murphey, Ext. 7412
Doctor of Nursing Practice.....	Dr. Michele Kramer, Ext. 5018
Graduate Nursing.....	Dr. Christopher Galloway, Ext. 7406
Speech-Language Pathology.....	Dr. Tina Veale, Ext. 6379
Assistant PD, Speech-Language Pathology.....	Dr. Carol Szymanski, Ext. 3697
Communication Sciences and Disorders.....	Erica Brkovic, Ext. 5098
Occupational Therapy.....	Dr. Audre Omdahl-Chaput, Ext. 7338
Doctor of Physical Therapy.....	Dr. Arvie Vitente, Ext. 5702
Exercise Science.....	Dr. Cathy Bohlin, Ext. 5921
Healthcare Management.....	Margaret Ledda, Ext. 6164
Health Information Management Program.....	Margaret Ledda, Ext. 6164
Radiography.....	Eric Fugate, Ext. 7416

Clinical/Fieldwork Coordinators

Co-Director of Clinical Education for DPT.....	Dr. Robert Sweet, Ext. 5556
Co-Director of Clinical Education for DPT.....	Dr. Colleen Krambeck, Ext. 5514
Co-Coordinator for SLPA Clinical Education.....	Tammy Basel, Ext. 5492
Co-Coordinator for SLPA Clinical Education.....	Sarah Wu, Ext. 5169
Coordinator for OT Academic Fieldwork.....	Dr. Amrendra Kumar, Ext. 7180

Track Coordinators

FNP Track Coordinator.....	Dr. Alex Ariri, Ext. 5345
AGACNP/AGPCNP Tracks Coordinator.....	Dr. Cynthia Hinojosa, Ext. 5648
PMHNP Track Coordinator.....	Dr. Dena Hinkle, Ext. 5052
Healthcare Systems Leadership Track Coordinator.....	Dr. Michele Kramer, Ext. 5018
Nursing Education Track Coordinator.....	Dr. Donna Martin, Ext. 5369
School Nurse Track Coordinator.....	Dr. Dena Hinkle, Ext. 5052

SCHOOL OF GRADUATE, PROFESSIONAL AND CONTINUING EDUCATION, EXT. 5570

Associate Provost of Graduate Studies, Dean, School of Graduate, Professional and Continuing Education..... Dr. Anne Rapp, Ext. 5778

Administrative Assistant for SGPCE Dean's Office.....	Fabiana Tkac, Ext. 5360
Assistant Professor/Director of Prior Learning Assessment...Dr. Cynthia Stevens, Ext. 6938	
Assistant Dean.....	Sarah Wiegman, Ext. 5622
Director, Prison Education Program.....	Dr. Michelle Clifton, Ext. 5426

Advising

Business Administration, Computer Science, Human Resource Management, Psychology, Radiography..... Carli Reinholtz, Ext. 5650

Criminal Justice, Early Childhood Education, Elementary Education, Healthcare Management, Special Education..... Hannah Tassone, Ext. 5160

BSN, BAC-BSN..... Viviana Villagomez, Ext. 7425

BA-Organizational Leadership, Professional Studies, RN/BSN
MA-Organizational Leadership, Organizational Leadership Graduate Certificates
..... Joanna Baumann, Ext. 5519

Master of Business Administration, MS-Data Science, M.S. Electrical and Computer Engineering..... Josh Ryan, Ext. 5701

MS-Business Analytics, MS – Finance, MS-Project Management..... Patty Perez, Ext. 5913

MS- Computer Science, MS- Cybersecurity..... Jonathan Dackow, Ext. 5629

Continuing Education Coordinator..... Abbie Saltzman, Ext. 5570

College of Aviation, Science and Technology

Program Director, Computer Science..... Cindy Howard, Ext. 5134

College of Business

Program Director, Bachelor of Arts in Organizational Leadership.....

..... Dr. Michael Cherry, Ext. 5744

Program Director, Business Administration..... Dr. Elizabeth Belgio, Ext. 5432

Program Director, Business Analytics..... Dr. Ibrahim Mescioglu, Ext. 5801

College of Education and Social Sciences

Program Director, Human Resource Management..... Dr. Kami Tsai, Ext. 5196

Program Director, Criminal Justice..... Tammy Thurman, Ext. 5084

Program Director, Psychology..... Dr. Valerie Hill-Steik, Ext. 5166

Program Director, Early Childhood Special Education..... Dr. Rebecca Pruitt, Ext. 5626

College of Nursing and Health Sciences

Program Director, Healthcare Management..... Margaret Ledda, Ext. 6164

Program Director, RN/BSN Degree Completion..... Dr. Tina Bobo, Ext. 5071

Program Director, Accelerated BSN..... Dr. Melissa Murphey, Ext. 7412

Program Director, Radiography..... Eric Fugate, Ext. 7416

School of Graduate, Professional and Continuing Education

Program Director, Professional Studies..... Dr. Anne Rapp, Ext. 5778

GRADUATE ADMISSION, EXT. 5610

Assistant Vice President..... Dr. Andrea Schmoyer, (773) 878-6369

Director..... Dr. Leslie Jacobson, Ext. 5821

Assistant Director, Graduate and Adult Enrollment Communications.....

..... John Galgano, Ext. 5574

Graduate Admission Counselor/CONHS Liaison..... Nancy Wiksten, Ext. 5628

Graduate Admission Counselor..... Linda Campbell, Ext. 5704

Graduate Admission Counselor..... Kathy Lisak, Ext. 5027

Graduate Admission Counselor..... Sheri Vilcek, Ext. 5384

Graduate Admission Counselor/Partnership Coordinator..... Rhonda Richter, Ext. 5811

Administrative Assistant..... Carol Skevis-Koch, Ext. 5994

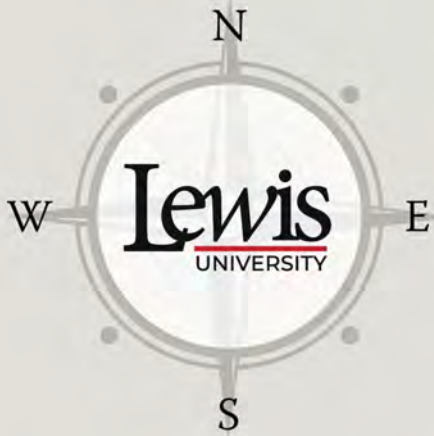
REGIONAL LOCATION DIRECTORY

Oak Brook, Ext. 5680

Director..... Katherine Keating, (630) 573-1740

Assistant Director..... Jeralyn Dunlap, (630) 573-1740

Assistant Director..... Jennifer Manderscheid, (630) 573-1740



ST. CHARLES BORROMEO NORTH CAMPUS
 ACCESS VIA 101 AIRPORT ROAD
 ROMEOVILLE, IL 60446

LEWIS UNIVERSITY AIRPORT
 ACCESS VIA RENWICK ROAD

LEWIS UNIVERSITY MAIN CAMPUS
 ONE UNIVERSITY PARKWAY
 ROMEOVILLE, IL 60446

MAP LEGEND

- VISITOR PARKING
- PARKING
- ADA PARKING
- LOW EMISSION PARKING
- ELECTRIC CHARGING STATIONS
- ADA ENTRANCES
- DINING/FOOD
- SECURITY PHONES
- KIOSKS/MAPS
- AED LOCATIONS

Need Assistance? Weekdays, 8:30 a.m.–5 p.m. (815) 838-0500
 After hours, weekends & holidays (815) 836-5222

CAMPUS GUIDE

MAIN CAMPUS BUILDINGS

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- Greenhouse
- GROUND FLOOR
- Chemistry
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- Cadaver Lab
- Likens Virtual Reality Lab
- Dean, Aviation, Science and Technology
- Charlie's Place

UPPER FLOOR

- Biology

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- Justice, Law and Public Safety Studies
- Political Science
- Psychology
- Sociology
- Social Work
- Dean, Education and Social Sciences

Brother James Gaffney, FSC Student Center (JG) 47

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- Student Engagement and Multicultural Student Enrichment
- Student Senate
- Common Grounds

FIRST FLOOR

- Laverne and Dorothy Brown Dining Hall

Brother Neil Kieffe, FSC Aviation Building (HW) 21

- Aviation Maintenance
- Hangar

Brother Paul French, FSC Learning Resource Center / LRC (LR) 33

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- Office of Technology
- GROUND FLOOR
- Business Office / Bursar
- Career Services
- Financial Aid Services
- International Affairs
- Purchasing
- Registrar
- Residence Life
- School of Graduate, Professional and Continuing Education (SGPCE) Advising Office
- Student Services and Retention
- University Police

FIRST FLOOR

- Library
- Faculty Center for Teaching and Learning
- Writing Center

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- Academic Services
- Community Engaged Learning
- Military Education Resource Center
- Study Abroad
- Veterans Affairs

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- Residence Hall

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- Flight Dispatch Center

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- Fieldhouse
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- Seiler Room
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- Flyers' Den

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- Faculty Center for Teaching and Learning

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- Foreign Languages
- History
- Philosophy
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- Health and Counseling Services

North Hall (NO) 39

- Residence Hall

Oremus Fine Arts Center (FA) 18

FIRST FLOOR

- Art and Design
- Caterpillar Gallery
- Philip Lynch Theatre
- Wadsworth Family Gallery

SECOND FLOOR

- Music
- Ives Recital Hall
- Theatre
- Black Box Theatre

Pope John Paul II Hall (JP) 58

- Residence Hall

LOWER LEVEL

- Communications
- *The Flyer* Newspaper

The Powerhouse Flex and Fitness Center (PH) 51

Ryan Hall (RY) 59

- Residence Hall

Sancta Alberta Chapel* (SA) 31

- San Miguel Center for Mission and Ministry

James A. LaGrippe Pastoral Center (SA) 32

- D'Arcy Great Room
- Lewis Family Room
- Multifaith Prayer and Meditation Room
- Food Pantry
- Victoria LaGrippe Meditation Garden

Sheil Hall (SL) 26

- Residence Hall

South Hall (SH) 49

LOWER LEVEL

- Physical Therapy
- Speech-Language Pathology
- UPPER LEVEL
- Nursing
- Rehabilitation and Health Sciences
- Deah, Nursing and Health Sciences

South Hall (SH) 48

- Residence Hall

Stritch Hall (ST) 10

- Offices of the
- President
- Provost
- Chief Diversity Officer
- Chief Financial Officer
- Chief Strategy Officer
- Institutional Research

Welcome Center (WC) 8

- Admission
- Alumni Relations
- University Advancement

West Hall (WH) 50

- Health Sciences

ST. CHARLES BORROMEIO NORTH CAMPUS

Access via 101 Airport Road

St. Charles Borromeo (SB) 1

- Human Resources
- College of Business
- Convocation Hall
- Brother James Miller, FSC Chapel*
- Presidential Gallery
- Flight Deck
- Instituto Fe y Vida
- Innovation Hub
- Lowell Stahl Center for Entrepreneurship and Real Estate
- Dean, Business
- Office of Technology Annex

St. Charles Borromeo Hall North (SB) 2

- Residence Hall

St. Charles Borromeo Hall South (SB) 3

- Residence Hall

St. Charles Borromeo Greenway, 4

St. Charles Borromeo Greenway, 4

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The Backyard, 25

- Sand Volleyball

Burnham Centennial Nature Trail, 41

Brennan Baseball Field, 40

Disc Golf Course, 42

Intramural / Rugby Fields, 54

JFK Student Recreation and Sports Center (SC) 23

- Recreation and Fitness Center
- Fieldhouse
- Neil Carey Arena
- Seiler Room
- Swimming Pool

Lewis Stadium, 53

- Soccer, Track and Field

Oremus Tennis Courts, 22

The Powerhouse Flex and Fitness Center, 51

Softball Field, 60

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Br. Leo Circle, 38

"The Brother" Statue and Bench, 13

Cordano Heritage Circle, 29

The Encounter, 37

Flyers Pavilion, 53

Founder's Garden*, 30

The Glen, 9

Irving Crown Plaza, 35

La Salle House, 4

Memorial Flag Plaza, 35

Multifaith Prayer & Meditation Room*, 32

Oremus Fine Arts Center Patio (FA) 17

Pavilion on the Green, 14

Peace Garden*, 3

Police Communication Center/ Information Booth, 34

Time Plaza, 27

University Green, 28

Veterans Memorial Flag Plaza, 57

Brent and Jean Wadsworth Family Plaza, 16

* Indicates Worship/ Prayer Locations

COLLEGES / SCHOOL

Aviation, Science and Technology (AS) 12

Business (SB) 1

Education and Social Sciences (BE) 43

Humanities, Fine Arts and Communications (DL) 45

Nursing and Health Sciences (SH) 49

School of Graduate, Professional, and Continuing Education (LR) 33

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Common Grounds (JG) 47

Courtyard Café (DL) 45

Flyers' Den (SU) 15

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De La Salle Hall North (DL) 44

De La Salle Hall South (DL) 46

Dorothy Day Hall (DO) 55

Founders Hall (FO) 36

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South Hall (SH) 48

St. Charles Borromeo Hall North (SB) 2

St. Charles Borromeo Hall South (SB) 3

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